MEMORANDUM FOR: Chief, Support Staff, NPIC/DDI

SUBJECT   :   Storage of NPIC Models at Agency Records Center

1. Your request to store some NPIC models in the Agency
Records Center has been studied here and referred to the Agency
Records Management Board for additional consideration. A
precedent was present in this initial proposal for the storage
of Agency artifacts. The scope of the problem Agencywide had
to be reviewed, the relationship of the models to records was
studied, and availability of secure storage and transportation
facilities were considered.

2. The CIA Records Officer recommended to me that the
models be considered records of a SECRET security classification
and accepted for temporary storage in the Records Center base-
ment. This will necessitate a consolidation of the OBGI/DDI
collection of large and various-sized maps also stored there.
He found the models have a bulk and unorthodex sizes that pre-
clude their being stored on the Center shelves with the boxes of
records and that no other space is available in the Records
Center. He proposed that during their temporary storage they be
reviewed by representatives of his Staff and the Historical Staff
to identify those of historical significance and continuing value
deserving permanent retention as Agency Archives. He discussed
his position and plan with your Records Officer who visited the
Center and examined the site.

3. The Records Management Board met last week and discussed
the question. They received a briefing from your Records Officer
and [   ] who constructs NPIC models. They
examined typical examples of the more historic models used to
brief the President and the Secretary of State. The Board members
discussed the problem at length. They held that the models were
a type of Agency record. They found from their inquiries that no
other components have a similar storage requirement at present
but that they saw an eventual need for a program to preserve
various kinds of Agency artifacts from such components as NPIC,
TSD, Security, and Training among others. The Records Board
recommended that the Chairman establish the required procedures
for identifying and scheduling the storage periods of such items.
They felt that storage in the Logistics Warehouse [   ]
was not appropriate for this type material. They agreed that
some models deserved only brief, temporary storage in the Records
Center, others should be kept somewhat longer, and only a small
percentage warranted permanent preservation in the Agency Archives.

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4. The Board concluded that components with models and other artifacts, gifts, and memorabilia could schedule them for temporary storage as records material. Expenses for the special handling and storage of such items should be funded by the component requesting the storage service. The items are to be evaluated by the CIA Records Officer, Historian, and Archivist to determine those items warranting permanent preservation. Temporary items will be returned to the depositing office for their dismanteling or final disposal.

5. In light of the foregoing, I believe that the Agency Records Center may be able to arrange to store in its basement a limited volume of your models that are appropriately scheduled with an established date for disposition action. Because of our limited facilities at present, the Agency Records Officer is compelled to limit that temporary storage period to three years by which time disposition review and final action should be completed and these initial models transferred. Likewise, should you determine that the facilities of our courier system and basement area are not adequate to meet your security requirements for these models, your component will be expected to finance the special changes you would recommend. I understand that your Records Officer and Security representatives plan to examine the facilities in the coming weeks. Please contact me or the Agency Records Officer if we can be of any further assistance on this matter.

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Chief
Support Services Staff

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DDS/SSS/RAB/⬚:mrf (29 March 1971)

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to NDIC

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No need to Xerox BASIC
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Remarks:

    Last Tuesday the Records Board examined an NPIC model and decided they should be considered records material and stored in the Center.

    Attached for your consideration is a draft of a possible response to [ ] original request.

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